

Day 1: New Employee Checklist

Welcome to your first day at Texas State!

Report to your designated office location on day 1 of employment to meet your supervisor and fellow colleagues.

Use the following checklist to check off your first day's tasks.

- Receive a temporary parking permit from your department valid for San Marcos or Round Rock campuses for 2 weeks. You will be able to purchase a parking permit for the [San Marcos](#) or [Round Rock](#) campus once you are processed into the employment system.
- Receive your [Net ID](#) for e-mail and your TXST ID number from your department.
- Complete the [NEW Staff Canvas course](#) which includes all onboarding information for a new employee, including day 1 new hire paperwork, benefits, leave, time administration, and more!
- Plan to attend the NEW Zoom Q&A Session if you are able. This is your opportunity to ask any questions you have related to beginning your employment and benefits with Texas State University.
- Bring [eligibility documents](#) to complete Form I-9 with your department.
- Verify outside employment for any potential conflicts of interest with your supervisor.
- Clarify initial assignments with your supervisor.
- Setup Outlook with your [Texas State email address](#).
- If needed, request a [long distance PIN](#) and [voicemail service](#).
- Learn about [all of the services](#) offered by the [IT Assistance Center \(ITAC\)](#).
- Inquire about a buddy or mentor to be available for questions or concerns.
- Tour your new department and building and make note of restrooms, break rooms or areas, fire exits, conference rooms, etc.